

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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	3. Originating Office: Office of Child Care	
	4. Key Words: Child Care and Development Fund (CCDF); Data Reporting Requirements and Instructions for Indian Tribes; Tribal Annual Report Form ACF-700	

PROGRAM INSTRUCTION

- TO:** Child Care and Development Fund (CCDF) Tribal Lead Agencies and Other Interested Parties.
- SUBJECT:** Child Care and Development Fund (CCDF) Tribal Annual Report Form ACF-700 for Tribal Lead Agencies.
- REFERENCES:** The Child Care and Development Block Grant (CCDBG) Act of 1990, as amended (42 USC 9857, et seq.); regulations at 45 CFR 98.70(c).
- PURPOSE:** To inform Tribal Lead Agencies that the Office of Management and Budget (OMB) has approved changes to the annual reporting requirements (i.e., ACF-700 Report), consistent with the terms and conditions of the CCDF program. The revised ACF-700 form is attached.
- BACKGROUND:** Tribal aggregate information on services provided under the CCDF must be submitted annually via the CCDF Tribal Annual Report --also known as the ACF-700-- as required by the CCDF regulations at 45 CFR 98.70(c). The ACF-700 report offers the Office of Child Care (OCC) information about how CCDF program dollars are being spent to deliver child care services to eligible children and families.
- The ACF-700 Tribal Annual Report collects information on all children and families receiving direct CCDF-funded child care services during the period October 1 through September 30 (i.e., Federal Fiscal Year (FFY)). OMB approved several changes to the ACF-700 report beginning with the FFY 2021 report. These changes include:
1. Provide clarifications about what data is reported under:

- Introduction: Program Characteristics. Which CCDF dollars -- CCDF Coronavirus Aid, Relief, and Economic Security (CARES) Act moneys, or CCDF Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act dollars, or CCDF American Rescue Plan (ARP) Act Discretionary Supplemental funds—were included in serving families and children as reported under Part 1: Administrative Data;
 - Part 1: Administrative Data. The Administrative Data section should include information about families and children who meet CCDF eligibility requirements, and whose direct child care services were provided during the Federal fiscal year, regardless of which year's CCDF funds paid for those services. These funds could be broader CCDF dollars, or CARES Act moneys, or CRRSA Act dollars, or CCDF ARP Act Discretionary Supplemental funds.
 - Part 2: Tribal Narrative. The Tribal Narrative section should include information about quality improvement efforts the Tribal Lead Agency funded during the Federal fiscal year, regardless of which year's CCDF funds paid for those services. These funds could be broader CCDF dollars, or CARES Act moneys, or CRRSA Act dollars, or CCDF ARP Act Discretionary Supplemental funds.
2. Establish a new data reporting section for the American Rescue Plan (ARP) Act stabilization grants. This new section, Part 3, should include information about the ARP Act stabilization grants awarded to providers during the Federal fiscal year.

The ARP Act included funding for child care stabilization grants to stabilize the child care sector and build back a stronger child care system that supports the developmental and learning needs of children, meets parents' needs and preferences with equal access to high-quality child care, and supports a professionalized workforce that is fairly and appropriately compensated for the essential skilled work that they do. Tribal Lead Agencies must spend stabilization funds to support the stability of the child care sector during and after the COVID-19 public health emergency.

WHO MUST REPORT:

All Tribal Lead Agencies (i.e., Tribes, Tribal organizations, and Tribal consortia) that received FFY 2021 (or prior year) CCDF funds—and expended any of these funds during FFY 2021—must submit a complete Tribal Annual Report Form ACF-700 by December 31, 2021. It is each Tribal Lead Agency's responsibility to ensure that child care program data are collected and reported to the Office of Child Care in a timely manner each year.

Note: CCDF Tribal grantees with an approved Pub. L. 102-477 Plan are not required to complete the ACF-700 form. For further details, refer to the CCDF-

ACF-PI-2019-04 program instruction available at <https://acf.hhs.gov/occ/policy-guidance/consolidate-ccdf-under-indian-employment-training-and-related-services>. Contact your OCC Regional Office (see <https://www.acf.hhs.gov/occ/contact-information/office-child-care-regional-program-managers>) for questions or additional information.

**PENALTIES
FOR NON-**

The statute provides that the Secretary of Health and Human Services may impose sanctions on a Lead Agency for non-compliance with any requirement of the CCDF program [CCDBG Act, Section 658I(b)(2)(B); 42 USC 9858g(b)(2)(B)]. For example, the regulations provide that the Secretary may impose a penalty of not more than 4 percent of the discretionary funds for a fiscal year, if it is determined that a Lead Agency has failed to implement a provision of the Act, the regulations, or the Lead Agency's Plan (45 CFR 98.92(b)(2)). Tribal Lead Agencies failing to provide reports may be subject to this penalty or other sanctions.

DATA USES:

The data received through this collection provides the Office of Child Care with the means to analyze and evaluate the CCDF program and the extent to which Tribal Lead Agencies are assisting families in addressing child care needs, and stabilizing the child care sector by awarding child care stabilization grants. This information will provide ACF with data for its biennial report to Congress, and will help to inform technical assistance efforts to assist grantees.

**GUIDANCE
FOR
REPORTING:**

The CCDF Tribal Annual Report (ACF-700) Manual: Guide for CCDF Tribal Lead Agencies contains detailed guidance for completing and submitting the CCDF ACF-700 Tribal Annual Report. The Guide is available on the Office of Child Care website at https://www.acf.hhs.gov/sites/default/files/documents/occ/acf_700_guide_for_ffy_2021.pdf

DUE DATE:

The CCDF ACF-700 Tribal Annual Report for FFY 2021 is due by December 31, 2021.

**ACF-700
SUBMISSION:**

CCDF Tribal Lead Agencies are required to submit the ACF-700 Tribal Annual Report. Tribal Lead Agencies are to submit the following:

- Introduction: Program Characteristics – ALL Tribal Lead Agencies
- Part 1: Administrative Data report – all Tribal Lead Agencies **who provide direct child care services**. If a Tribal Lead Agency with a small allocation is using their CCDF dollars to support ONLY quality initiatives, they are exempt from reporting Part 1: Administrative Data
- Part 2: Tribal Narrative report – ALL Tribal Lead Agencies
- Part 3: ARP Act Stabilization Grants – ALL Tribal Lead Agencies. A Tribal Lead Agency should report zero if they have not yet spent

stabilization funds in FFY 2021. A Tribal Lead Agency should include a comment in the Comments section under Part 3 if they have not yet funded any ARP stabilization grants to providers.

Tribal Lead Agencies should enter their ACF-700 reports to the Child Care Automated Reporting System (CARS) at <https://cars.acf.hhs.gov>. CARS is a password-protected web-based system that checks the ACF-700 data for compliance with data standards at the time of submission. Use of the paperless Internet data entry site streamlines submission processing and improves data quality. With electronic submission of the ACF-700 report, it is NOT necessary to also send a paper copy of the report via mail or fax.

CARS is currently being updated to reflect the ACF-700 changes, and OCC will notify Tribal Lead Agencies when the changes are available.

**TECHNICAL
ASSISTANCE:**

CARS is a new system that replaces the legacy ACF-700 submission site. OCC conducted a national webinar with Tribal Lead Agencies to review CARS and how to obtain a CARS user account on Tuesday, October 26, 2021.

Tribal Lead agencies may contact the CARS team at their toll-free number: 877-249-9117, weekdays from 9:00 AM to 5:00 PM (Eastern Time) or by email to cars@gdit.com for any questions about accessing or navigating CARS.

The CARS Technical Assistance Specialists also can answer questions and provide guidance in preparation of the program information and submission of the ACF-700 report.

**REPORTING
PROBLEMS
OR POLICY
QUESTIONS:**

Tribal Lead Agencies anticipating problems in complying with the reporting requirements should contact their respective ACF Regional Office of Child Care. Tribal Lead Agencies should also contact their ACF Regional Office of Child Care for policy questions. Contact information for ACF Regional Child Care Offices is available on the Office of Child Care's website at <https://www.acf.hhs.gov/occ/contact-information/office-child-care-regional-program-managers>.

**PAPERWORK
REDUCTION
ACT:**

Collection of the information for the ACF-700 Report is expected to average 19 hours per response for Tribes with small allocations, and 26 hours per response for Tribes with medium/large allocations, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information as required by 42 U.S.C. 9857, and sections 98.70 and 98.71 of the CCDF Final Rule (45 CFR Parts 98 and 99). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The information collection required under this Program Instruction is approved under OMB Control Number 0970-0430, which expires January 31, 2023.

/s/

Ruth Friedman
Director
Office of Child Care

Attachments:
ACF-700 Form
ACF-700 User Guide